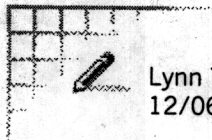


OFFICIAL TIME POLICY
LEGISLATIVE AND PUBLIC
AFFAIRS



Lynn T Quarles
12/06/2001 04:47 PM

To: LPA ALL
cc: Lauren Hill/MD/APHIS/USDA@USDA, Michael W Holmes/MD/APHIS/USDA@USDA
Subject: Official Time for EEO Complaints

An administrative law judge with the Equal Employment Opportunity (EEO) Commission has directed that APHIS notify all employees that they are entitled to a reasonable amount of official time to present EEO complaints and to respond to any subsequent Agency requests for information about a complaint as stipulated in section 1614.605(b) of the Code of Federal Regulations. This has always been Legislative and Public Affairs' policy. In addition, the official time rule applies to a complainant's representative if he or she is also a Federal employee. The employee and the Agency should arrive at a mutual understanding of the amount of official time that is reasonable before the employee's use of the time; both the request and the supervisor's approval or denial must be in writing. If you have any questions, please contact Mr. Michael W. Holmes of the CREC staff at 202-720-5284.